

25X1A9a

~~SECRET~~ STATEMENT TO
CSB/RR.

25X1A9a
~~SECRET~~

For the next year or two, 25X1A9a should explore in his new assignment to find interests and, if possible, an area on which he feels inclined to concentrate study and work. Courses that are appropriate to increase his capabilities in area and language should be taken. At some time when career interests and actual assignment are resolved, attention should be given to courses in basic supervision, management and administration. An area familiarization tour should be planned within the next two-year period.

Ch/G:JAB:jmc/535(8 April 1958)

24 April 1959

D-R-A-F-2

25X1A9a

: jmc

25X1A9a

Career Service Comments (Section E)
Career Preference Outline

25X1A9a

The Career Service Board endorses [REDACTED] objectives for area familiarization travel in the Near East and Africa, with full recognition that travel programs will have to be planned and executed within the parameters established by budget and personnel policy. [REDACTED] 25X1A9a should engage in internal area training, especially that organized in the form of current problem seminars pertaining to the Near East or Africa.

BEST COPY
AVAILABLE

(When Filled in)

C-O-P-Y

MEMORANDUM FOR: Chairman, ORR Career Service Board

SUBJECT: Career Preference Outline Of [REDACTED] 25X1A9a

1st IndorsementA. COMMENTS BY (DIVISION)(STAFF) CHIEF

25X1A9a

I concur with the statements made in [REDACTED] Career Preference
Outline.

25X1A9a

25 June 1957

Date

[REDACTED] Chief, D/OS

Signature

2nd IndorsementB. COMMENTS BY AREA CHIEF (When Applicable)

- ☐ I concur in (Division) (Staff) Chief's comments.
- ☐ As the employee is not personally known to me, I accept
the comments of the (Division) (Staff) Chief.
- ☐ Other (please specify):

25X1A9a (Signed)

25 June 1957

Date

[REDACTED] ACTG. CH/OS

Signature

-S-E-C-R-E-

(When Filled In)

CAREER PREFERENCE OUTLINE

This Outline, when completed, is a documented description of the individual's interests and proposed career activities together with the comments of his supervisor and his Career Service. The original will be filed in the employee's official Personnel Folder and will serve as a guide for future personnel actions affecting him. Implementation of career preferences must depend upon the needs of the organization.

- CONSULT ATTACHED INSTRUCTION SHEET PRIOR TO COMPLETING THIS OUTLINE -

SECTION A.

GENERAL

1. NAME OF EMPLOYEE (Last-First-Middle) [REDACTED] 25X1A9a	DATE OF BIRTH 10 April 1921	3. SERVICE DESIGNATION [REDACTED]
5. ORGANIZATIONAL TITLE [REDACTED]	6. POSITION TITLE Geographer	7. OCCUPATIONAL CODE [REDACTED]
		8. TITLE OF ASSIGNMENT [REDACTED]

SECTION B.

CAREER INTERESTS

9. GENERAL TYPE OF ACTIVITY

- 1) Research and analysis, dealing particularly with Latin American affairs.
- 2) Administration.

10. SPECIFIC TYPE OF ACTIVITY (Including assignments)

A. IMMEDIATE (Within next 1 to 2 years)

Continue as a Latin American specialist in the Geography Division; later to be assigned to a position that would permit me to gain a more intimate knowledge of the various activities within this Division.

B. LONG-RANGE (Within next 3 to 5 years)

Assignments whereby my Latin American speciality could be further developed and I could become thoroughly acquainted with all the interests of CIA in activities in Latin America. For example, employment in ONE or DO/P. An overseas assignment definitely might be part of this program.

Somewhere along the line, or perhaps at the end of the line, I would like to be given an opportunity to use the administrative talents that I believe I possess.

SECTION C.

TRAINING

11. ORGANIZATIONAL, EXTERNAL, AND ON-THE-JOB TRAINING

A. IMMEDIATE (Within next 1 to 2 years)

Basic Supervision Course: this course would give me an insight into administrative problems which my on-the-job experience does not offer.

Photo-Intelligence course.

B. LONG-RANGE (Within next 3 to 5 years)

Area familiarisation travel.

12. ADDITIONAL COMMENTS

Re Item 10: The above, admittedly, is not very specific. However, like most employees of the Agency, I am not sufficiently well acquainted with all of the job opportunities within the Agency to chart a more precise course.

25X1A9a

I RECOGNIZE THAT THE IMPLEMENTATION OF MY CAREER PREFERENCES MUST DEPEND UPON THE NEEDS OF THE ORGANIZATION. I UNDERSTAND THAT MY PERFORMANCE, CAPABILITIES AND INTERESTS WILL BE GIVEN DUE CONSIDERATION.

13. DATE COMPLETED
15 April 1957

SECRET

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SECTION D.

COMMENTS BY SUPERIOR

15. RELATIVE TO CAREER INTERESTS OF EMPLOYEE

25X1A9a

██████████ is a competent research worker, with a keen interest in developing his career. He has a strong background in Latin American research which he would like to continue if possible, but his capabilities are sufficiently broad to equip him for other responsibilities as well.

16. RELATIVE TO TRAINING FOR EMPLOYEE

25X1A9a

██████████ is currently planning an area familiarization tour in Central America and northern South America for the latter part of FY 1957. This is the first step toward one of his stated objectives under Section C above.

25X1A9a

17. TYPED OR PRINTED NAME OF SUPERVISOR

25X1A9a

18. SIGNATURE

19. TITLE

Chief, Western Hemisphere

20. DATE

12 April 1957

SECTION E.

FOR USE OF CAREER SERVICE

21. COMMENTS

22. TYPED OR PRINTED NAME

23. SIGNATURE

24. TITLE

25. DATE

LEAVE BLANK

SECRET

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CAREER PREFERENCE OUTLINE

This Outline, when completed, is a documented description of the individual's career interests and proposed career activities together with the comments of his supervisor and his Career Service. The original will be filed in the employee's Official Personnel Folder and will serve as a guide for future personnel actions affecting him. Implementation of career preferences must depend upon the needs of the Organization.

- CONSULT ATTACHED INSTRUCTION SHEET PRIOR TO COMPLETING THIS OUTLINE -

SECTION A.

GENERAL

1. NAME OF EMPLOYEE (Last-First-Middle)	2. DATE OF BIRTH	3. SERVICE DESIGNATION	4. GRADE
[REDACTED] 25X1A9a	30 April 1921	IN	GS-12
5. ORGANIZATIONAL TITLE	6. POSITION TITLE	7. OCCUPATIONAL CODE	8. OFFICE OF ASSIGNMENT
	Geographer		OR/DCG/W

SECTION B.

CAREER INTERESTS

9. GENERAL TYPE OF ACTIVITY

1. Research and analysis
2. Administration

10. SPECIFIC TYPE OF ACTIVITY (Including assignments)

A. IMMEDIATE (Within next 1 to 2 years)

Continue in my present position. I have recently been transferred from the now defunct Western Hemisphere Branch to the Near East/Africa Branch. Although I regret the necessity of changing my area of specialization, I welcome this opportunity to gain a more intimate knowledge of other Division interests and to broaden my professional knowledge.

B. LONG-RANGE (Within next 3 to 5 years)

My long-range interests will not become crystallized until I have had considerable experience in my new position. At that point in my career, I will know whether I wish to continue working on Near East/African affairs, or return to my original area of interest, Latin America, if the opportunity arises.

I also am interested in an overseas assignment, preferably with a DDI of two or team.

SECTION C.

TRAINING

11. ORGANIZATIONAL, EXTERNAL, AND ON-THE-JOB TRAINING

A. IMMEDIATE (Within next 1 to 2 years)

1. Courses on Africa and the Near East, either organizational or external.
2. Photo-intelligence course.
3. Basic Supervision Course -- this course would give me an insight into administration problems which my on-the-job experience does not offer and would be of value from a career standpoint although I have no administrative duties at present.

B. LONG-RANGE (Within next 3 to 5 years)

Area familiarization travel.

12. ADDITIONAL COMMENTS

RECOGNIZE THAT THE IMPLEMENTATION OF MY CAREER PREFERENCES MUST DEPEND UPON THE NEEDS OF THE ORGANIZATION. I UNDERSTAND THAT MY PERFORMANCE, CAPABILITIES AND INTERESTS WILL BE GIVEN DUE CONSIDERATION.

13. DATE COMPLETED

30 August 1957

14. SIGNATURE OF EMPLOYEE

[Signature]

SECRET

(When Filled In)

SECTION D.

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15. RELATIVE TO CAREER INTERESTS OF EMPLOYEE

25X1A9a

Since [REDACTED] has just entered on duty in this branch, comments at this time would be premature.

16. RELATIVE TO TRAINING FOR EMPLOYEE

25X1A9a

It is anticipated that [REDACTED] will receive some formal training in the area.

17. TYPED OR PRINTED NAME OF SUPERVISOR

[REDACTED] 25X1A9a

18. SIGNATURE

20. DATE

25X1A9a

3 September 1957

SECTION E.

FOR USE OF CAREER SERVICE

21. COMMENTS

22. TYPED OR PRINTED NAME

23. SIGNATURE

24. TITLE

25. DATE

LEAVE BLANK

SECRET

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